

THE WHITE HOUSE

WASHINGTON

December 27, 1977

MEMORANDUM FOR THE HEADS OF  
EXECUTIVE DEPARTMENTS AND AGENCIES

Travel abroad by senior officials of the Federal Government is an important part of the Administration's conduct of foreign policy. To insure that such travel is planned and timed in the best interests of our overall foreign policy, I have asked the Department of State to establish a set of procedures for coordinating travel plans by senior Administration officials (to include Assistant Secretary level and above or the equivalent). When you or senior members of your Department or Agency are contemplating a trip abroad, you should notify the Executive Secretariat of the Department of State at least 10 working days before your trip. Before confirming your travel plans with foreign government representatives, you should tell the Executive Secretariat about the purpose of your trip and the expected date of departure. The Department of State will review the travel plans and, if necessary, will suggest modifications. The Department will keep the Assistant to the President for National Security Affairs informed of travel plans and will consult with the National Security Council in making these decisions. After the trip is cleared, the Department of State will be happy to provide briefings or other sorts of help you may desire.

If you hear no reply from the National Security Council or State Department, or if there are unwarranted delays in their response, you should go ahead with your plans.

Instructions for reporting foreign travel will be provided separately by the Department of State. ]

*J. Carter*

SENDER WILL CHECK CLASSIFICATION TOP AND BOTTOM			
UNCLASSIFIED	CONFIDENTIAL		
<b>OFFICIAL ROUTING SLIP</b>			
Executive Secretary 77-1203/11			
TO	NAME AND ADDRESS	DATE	INITIALS
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<input type="checkbox"/>	CONCURRENCE	<input type="checkbox"/> INFORMATION	<input type="checkbox"/> SIGNATURE
<b>Remarks:</b>  Please prepare implementing instructions for Mr. Blake's signature. I will get the State instructions to you upon receipt. My office is in frequent contact with State Executive Secretariat, so believe reporting to them should be through me.  <i>Action</i>			
cc: DDCI			
NAME OF SENDER		PHONE NO.	DATE
B. C. Evans, Executive Secretary			30Dec

STATINTL